

Defense Personal Property System (DPS) Use Handout for DPS Version 1.4.04

This document serves as a desk reference for the Release 4 use information which covers the changes made in DPS as a result of twenty (20) Software Problem Reports (SPRs) and Software Change Requests (SCRs) delivered in DPS Version 1.4.04. For more detailed information, refer to the materials listed under the Training tab in the DPS application.

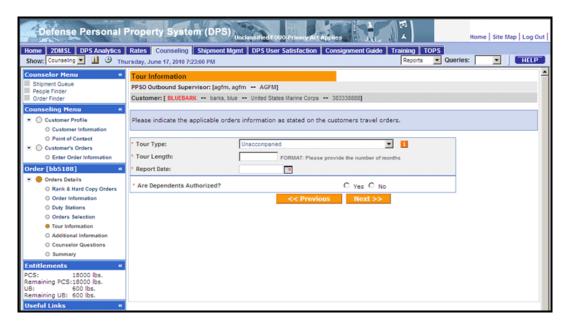
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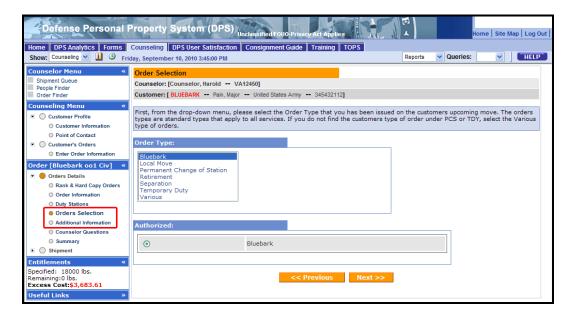
SCR 5188 – Tour Information Screen not applicable for a BLUEBARK shipment Users: PPSO Outbound Supervisor, Counselor

Prior to DPS Version 1.4.04, the DPS application presented the Tour Information page regardless of order type. Information collected on that page is not applicable to BLUEBARK orders, so the page is no longer presented for BLUEBARK shipments. After selecting the order type, users will proceed directly to the Additional Information page. No gaining unit or dependent information is entered.

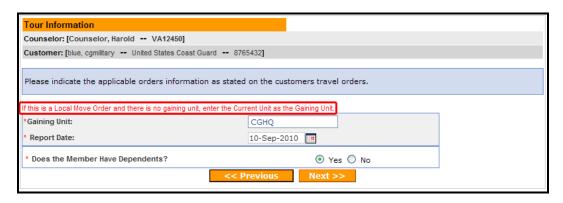
Tour Information Page (No longer presented for BLUEBARK):



Order Selection Page – now followed by Additional Information Page:



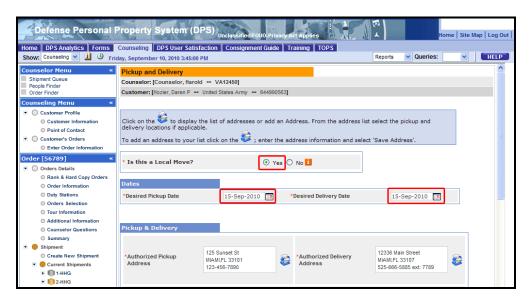
For all other Order Types, the Orders Selection page is followed by the Tour Information page, which now contains a notice to use the Current Unit as the Gaining Unit for Local Move orders that do not involve another gaining unit.



SCR 5614 – Local Move Date Values

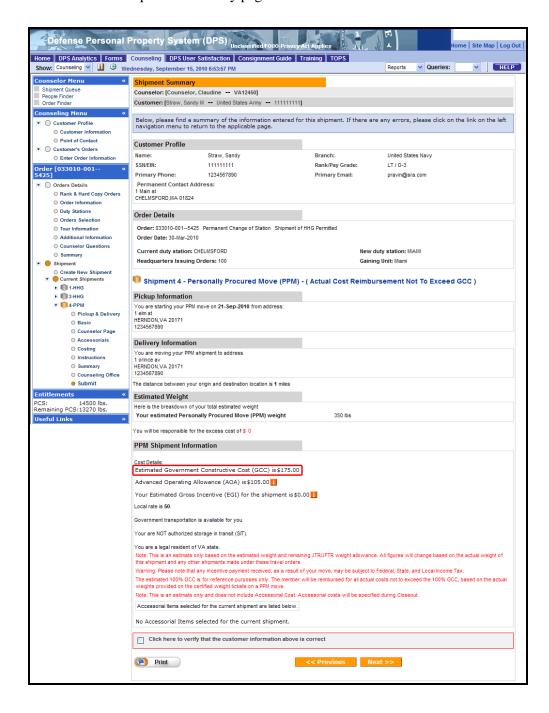
Users: Personal Property Shipping Office (PPSO) Outbound Supervisor, Counselor, Customer

If a Counselor or Department of Defense (DoD) Customer indicates a move is local, DPS will now allow pickup and delivery on the same date, regardless of order type and mileage.



SCR 6267 – Personally Procured Move (PPM) Actual Constructed Cost Rated High Users: Counselor

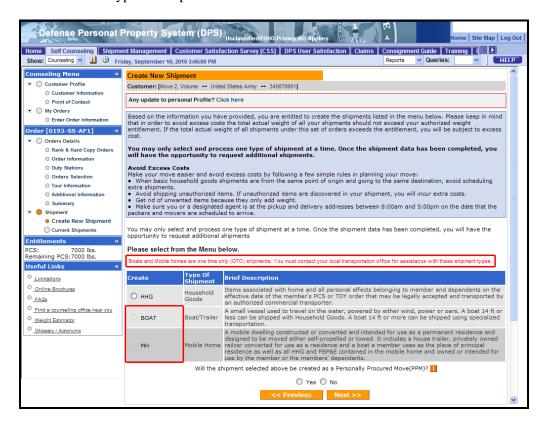
DPS was incorrectly displaying the Government Constructed Costs (GCC) value in the Counseling module with actual costs for a PPM shipment after the PPM closeout process was completed. This has been corrected in DPS Version 1.4.04. Additionally, in the Counseling module, the word "estimated" now precedes "Government Constructed Cost" under the Cost Details section on the Shipment Summary page.



SCR 6291 – One-Time-Only (OTO), Mobile Home One-Time-Only (MOTO), Boat One-Time-Only (BOTO) Shipments Not Allowed in DPS

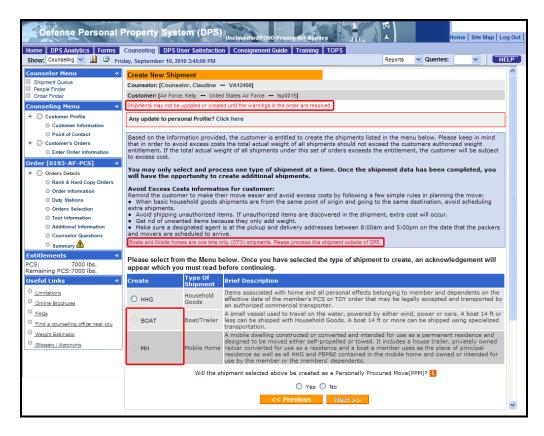
Users: PPSO Outbound Supervisor, Counselor, Customer

DPS no longer processes One Time Only (OTO), Mobile Home (MOTO) or Boat (BOTO) shipment information. Customers are instructed to contact a local transportation office for assistance with these types of shipments.



Users are presented with the message when they attempt to create a new shipment.

Counselors are also advised with a similar message that boats and mobile homes are OTO shipments and must be processed outside of DPS.



Note: When pickup and delivery locations are entered, if the resulting channel is an OTO channel in reference data, the user will not be able to submit past the counseling module and will receive the following message:

Self Counseling:

"The channel for the shipment is a one-time only (OTO) channel. You must contact your local transportation office for assistance.

PPSO/Counselor:

"The channel for the shipment is a one-time only (OTO) channel. Please process this shipment outside of DPS."

Shipment Management:

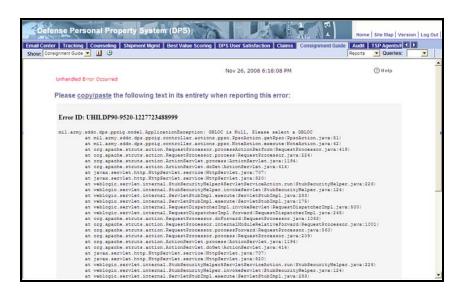
If a PPSO user attempts to divert a shipment and the resultant channel is an OTO channel, the user will not be able to execute the diversion and will receive the following message:

"The channel you have selected for this diversion is a one-time only (OTO) channel. The shipment must be terminated at this location and moved outside of DPS."

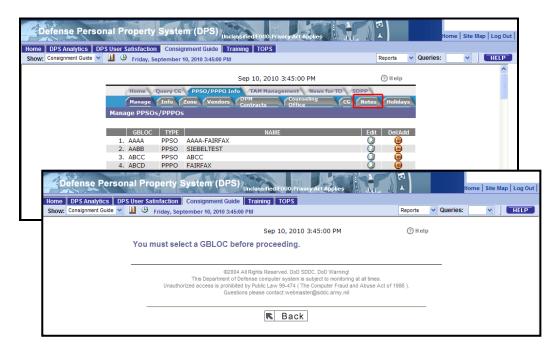
SPR 5460 – Personal Property Consignment Instruction Guide (PPCIG) Manager Notes Tab Error

Users: Surface Deployment and Distribution Command (SDDC PPCIG Manager, PPSO PPCIG Manager

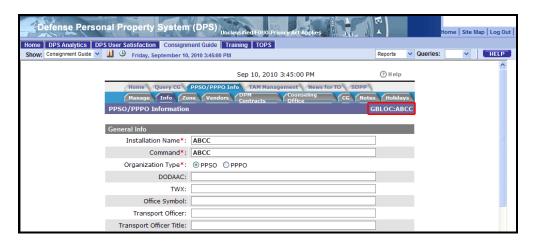
In the Consignment Guide module, a user must select a Government Bill of Lading Office Code (GBLOC) before entering a note under the PPSO/Personal Property Processing Office (PPPO) information (Info) tab. If a user attempted to create a note before selecting a GBLOC, DPS will present a stack trace error.



The system has been modified to present an error message that reminds the user "You must select a GBLOC before proceeding."



To continue, click the Back button and select an Edit link for a listed GBLOC. The page will refresh with GBLOC information (note the GBLOC listing below the tabs). Click the Notes tab to create a new entry for the GBLOC.

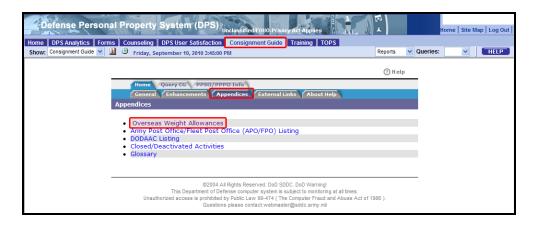


SCR 6206 – PPCIG Overseas Weight Table No Longer Maintained

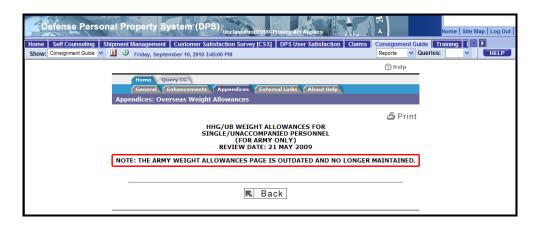
Users: All

The Overseas Weight Table in PPCIG is no longer maintained. Information formerly presented is no longer available, and users are presented with a message to that effect.

The Overseas Weight Table is accessed by logging into DPS, selecting the Consignment Guide tab, and clicking the Appendices tab.



Click the Overseas Weight Allowances link to view the message.



SCR 6244 – Short Fuse Monitoring

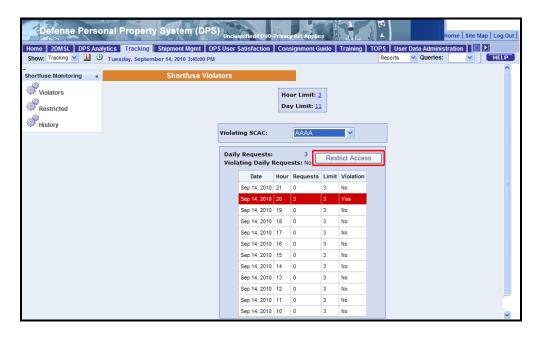
Users: SDDC DPS Master, SDDC Operations

SDDC users can use features in the Tracking module to monitor "short fuse" activity. Functions are used to monitor current and past TSP activity, set the number of maximum page hits for an hour or day, restrict access to the short fuse queue and set reinstatement dates.

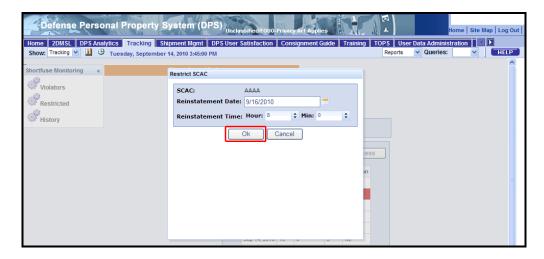
Users access the Tracking module and select the Short Fuse Monitoring option to access functions. To view TSP violation information, select the Violators option. Select a SCAC value for a TSP in the Violating SCAC drop-down menu to view current information.



The Short Fuse Violators page presents the number of page requests made every hour by the selected TSP. Violations are highlighted in red.



After reviewing the violation data, users may click the Restrict Access button to block access to the short fuse queue for a defined period of time.



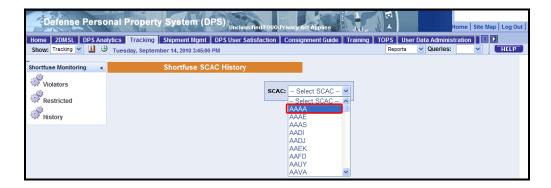
To restrict access, users must select a reinstatement date and time. Click the **OK** button to complete the process.

To view restricted TSPs, select the Restricted option in the side navigation bar.

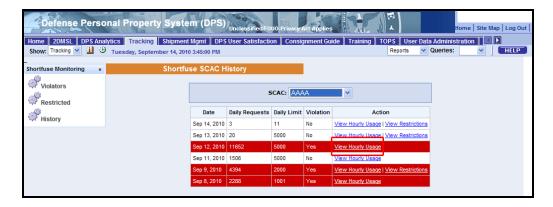


The Short Fuse Restricted SCACs page lists active restrictions. Use the linked value in the Reinstatement column to update the date and time value, or click the Reinstate Now link in the Action column to lift the restriction immediately.

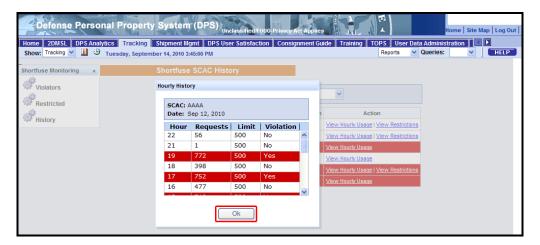
To view the restriction history for a TSP over the past two months, click the History link in the side navigation bar. Select a value in the SCAC drop-down menu to view historical information.



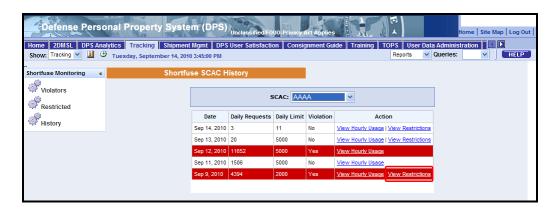
DPS presents a summary view of Short Fuse activity. To view details, click one of the links in the Action column. For example, click the View Hourly Usage link.



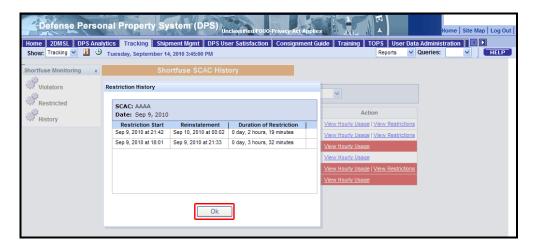
The Hourly History pop-up window identifies the number of page hit requests and limit for each hour of the selected day. Click the OK button to close the pop-up window.



Click the View Restrictions link in the Action column to continue.



The Restriction History pop-up window lists restriction and reinstatement dates and times, along with the duration of each restriction.



Click the OK button to close the pop-up window.

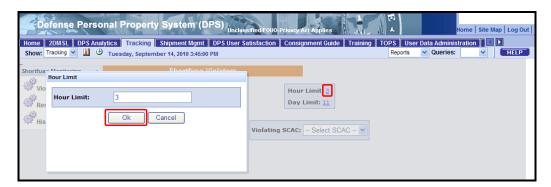
Note: If a TSP attempts to access the Short Fuse page during a restriction period, they are presented with a message that notifies them of the restriction due to exceeding the page hit limit. The message also provides the reinstatement date and time.



To set hour and day limit values used to define a violation, click the Violators link in the side navigation bar.

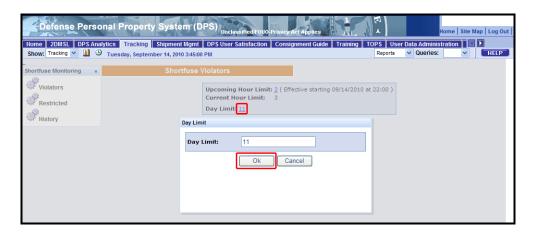


To set a new value, click the linked number for the Hour Limit on the Violators page.



Enter a new value in the Hour Limit field in the pop-up window and click the OK button to set the new value. It will go into effect at the top of the next hour.

To set a new value, click the linked number for the Day Limit on the Violators page.



Enter a new value in the Day Limit field in the pop-up window and click the **OK** button to set the new value. It will go into effect at the top of the next hour.

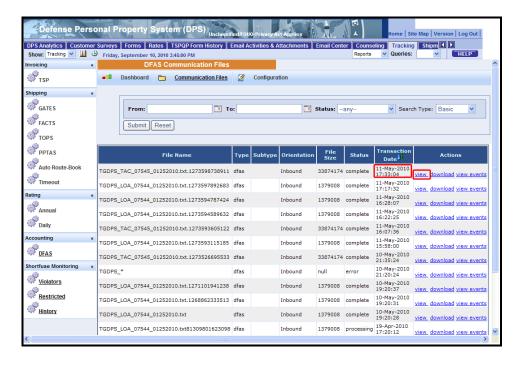


Until the new settings go into effect, the upcoming limits are displayed along with the current limits on the Violators page.

SCR 6293 – Tracking Module and Transportation Global Edit Table (TGET) Deletion

Users: SDDC DPS Master, SDDC Manager, SDDC Electronic Billing, TSP Master, TSP Billing Representative, Power Track User

A new process is executed on a nightly basis to delete TGET files that are more than 60 days old. In the Tracking Module, if a user tries to view a deleted TGET file, DPS presents an error message.



Note the selected file is more than 60 days old. The view link presents an error message.



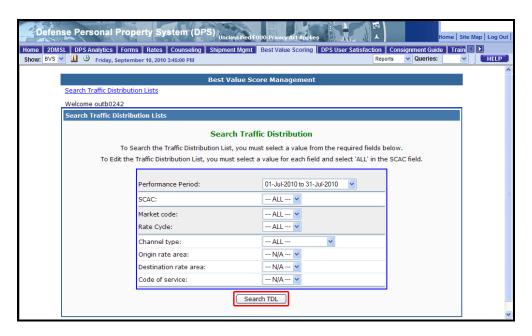
To continue, click the Communication Files link or any option in the side navigation bar.

SCR 5343 – Best Value Score (BVS) Tab Access and Content Addition

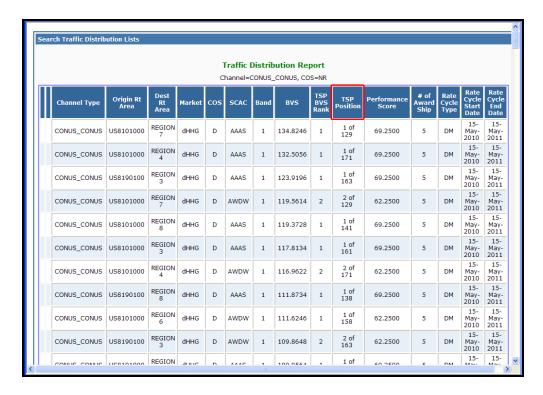
Users: TSP, PPSO Outbound Supervisor, PPSO Quality Assurance (QA), and Service Headquarters (HQ)

In the BVS module, the BVS report did not provide TSPs with their specific placement on the Traffic Distribution List (TDL). This report now contains a new column labeled "TSP Position" that identifies the rank of a TSP within a quartile. In addition to the current user roles, DPS now provides PPSO Outbound Supervisor, PPSO QA, and Service HQ user roles with read-only access to the TDL report.

Use the Search Traffic Distribution Lists link to enter criteria for the TDL report.



DPS determines the TSP Position based on BVS scores for the Channel and Code of Service (COS) for each performance period. Select criteria and click the Search TDL button to view results.

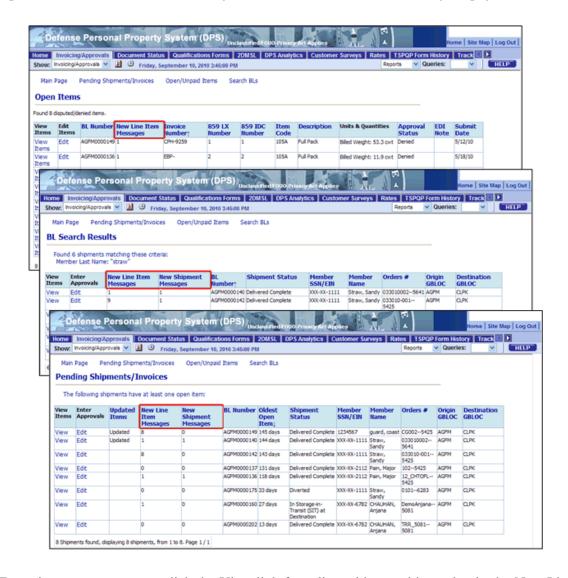


The new TSP Position column identifies the TSP position (within the rank) plus the total number of SCACs in the following format: TSP position # "n" of total number of SCACs within the quartile.

SPR 5081 – Invoice/Approvals Messaging

Users: TSP Master, PPSO Electronic Billing and Payment (EBP) and Transportation Office (TO)

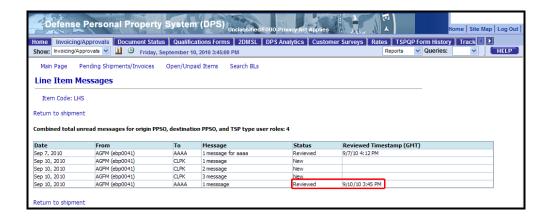
SPR 5081 indicated that messages from the TSP Master were not displaying on the Open Items page. The Pending Shipments/Invoices page has been modified to display the number of new line item messages and new shipment messages in columns. The number values in these columns represent the number of unread messages for the PPSO or TSP user viewing the page.



To review a new message, click the View link for a line with a positive value in the New Line Item Message or New Shipment Message column. DPS will present the Shipment Services and Charges page.



To review the new line item message, click the linked number in the Messages column in the Invoices table. DPS will present the Line Item Messages page.



DPS will automatically create a Reviewed Timestamp to indicate the intended PPSO or TSP recipient has viewed the message. The number listed in the New Shipment Messages or New Line Item Messages column in the Pending Shipments/Invoices page is decremented to reflect the message has been viewed.

When adding a message, there is a 500 character limit for the content of the message. If a user attempts to enter more than 500 characters, DPS presents an error message to that effect.



To continue, edit the content of the message to less than 500 characters (about 100 words) and click the Save button.

DPS Use Handout: DPS Version 1.4.04

SCR 6283 - 400NG Hard Coding Removed

User: SDDC

The 400NG Costing Engine will be table driven to allow for the addition or deletion of item codes. SDDC will provide Item Codes reference data which will be uploaded to the DPS production environment. Changes in the Item codes will not affect the Costing Engine (i.e., no rebuild is required). New service items are approved in the Invoicing/Approvals module and DPS automatically calculates the DPS cost.

SCR 6292 - Remove Item Codes from DPS

Users: TSP, PPSO

The following items have been removed from the preapprovals screen in Shipment Management:

Item 511 Reserved for Future Use

105H - Next Day Debris Removal-OT

511A-Att Pup/Del:Vehicle

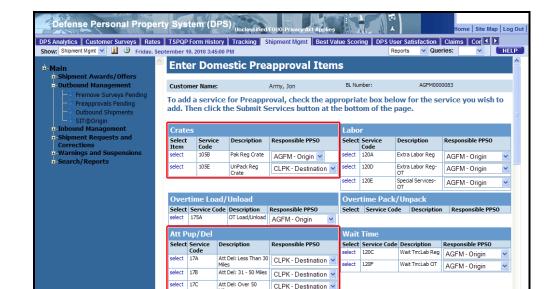
105F - Pak OT Crate

511B-Att Pup/Del:Lab Reg

105I - UnPack OT Crate.

511C-Att Pup/Del:Lab OT

511D-Att Pup/Del:Lab AK 511E-Att Pup/Del:WaitTm



CLPK - Destination

CLPK - Destination

Att Del:I - Less Than 30 Miles OT Att Del: 31 - 50 Miles OT CLPK - Destination V

Att Del: 1st Day

Att Del: Over 50

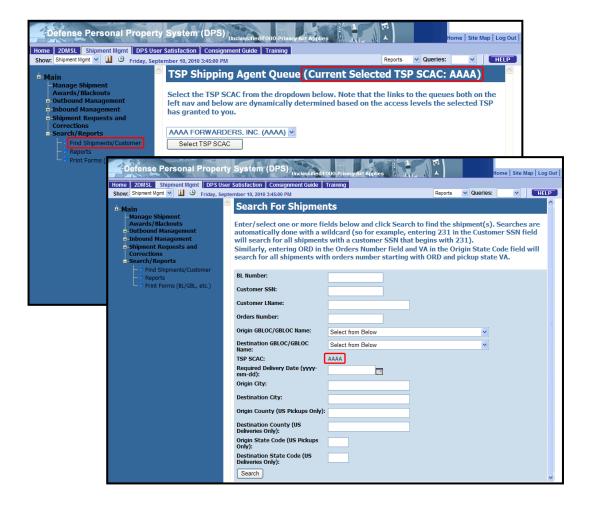
SPR 6192 - Search/Reports Link Issue

Users: TSP Shipping Agent

TSP Shipping Agents reported an issue with the Find Shipments/Customer option – DPS required them to select the TSP SCAC twice before allowing them to perform a search. TSP Shipping Agents are now prompted to select a TSP SCAC before accessing any of the Shipment Management functions.



After selecting a SCAC, a TSP Shipping Agent may use the Find Shipments/Customer option to perform a search without selecting the TSP SCAC again.



SPR 6240 – Incorrect SIT Agent

Users: PPSO Outbound, PPSO Inbound, TSP Master

Reports indicated that when a user entered the correct shipping agent, DPS would switch the association to an incorrect SIT agent. DPS code used FAC_ID instead of PP_STRG_FCLTY_SEQ_ID at the database level. FAC_ID is not a unique value, and when multiple SIT facilities have the same FAC_ID value, the issue would occur.

DPS has been updated to use the Oracle generated Sequence Identification (SEQ_ID) for the storage table to uniquely identify the SIT facility. The code behind the application will maintain the differentiation between similarly named facilities

SPR 6241 – DPS Does Not Create TCNs Correctly for Code T Shipments

Users: PPSO Outbound Supervisor, PPSO Counselor, TSP Master

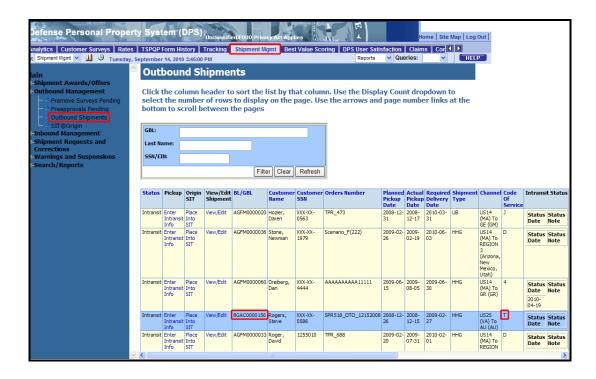
The Transportation Control Number (TCN) is a 17-digit code assigned to shipments that are transported via the Defense Transportation System (DTS), which uses the Military Sealift Command (MSC) for Code 5 shipments and the Air Mobility Command (AMC) for Code T shipments. The correct TCN is vital to all shipments entering into the DTS – it is used to track shipments and describe to port personnel the type of goods in the shipment.

Prior to DPS Version 1.4.03, DPS incorrectly displayed the letter "H" in position 15 of the TCN for Code 5 and Code T shipments. DPS has been modified to present the correct TCN values in position 15 for these shipments after the pickup information has been entered by the TSP Master.

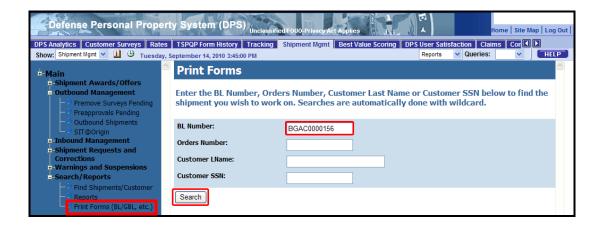
The correct TCN Type Shipment Code(s) in Position 15 of the TCN are as follows:

- 1. International Household Goods (Codes 5 and T) = Through Government Bill of Lading (TGBL), often referred to as ITGBL for international shipments. The TCN Type Shipment Code for international TGBL household goods is "K".
- 2. International Unaccompanied Baggage (Code J) = Through Government Bill of Lading (TGBL). The TCN Type Shipment Code for Code J is "J".

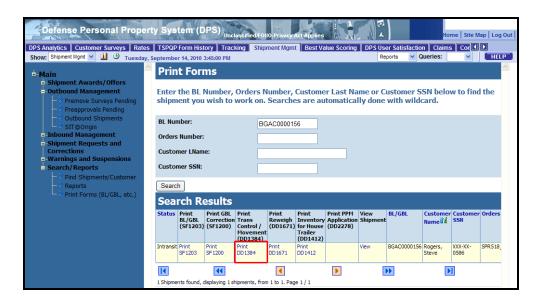
In the example below, a TCN is assigned to a CODE T shipment. To begin, log into DPS as a TSP Master and select the Shipment Management Tab. Select the Outbound Shipments option in the navigation bar. Locate a Code T or Code 5 shipment and note the GBL number (BGAC0000156 as in the example below).



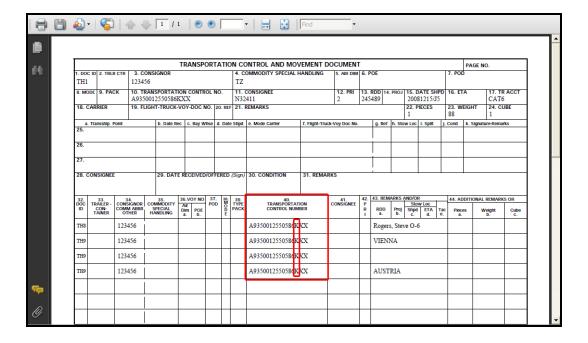
Under Search/Reports in the navigation bar, select the Print Forms option.



Enter the BL number for a Code 5 or Code T shipment in the BL Number field and click the Search button to continue.



Click the "Print DD1384" link in the Search Results page. A copy of the Transportation Control and Movement Document (TCMD) appears.

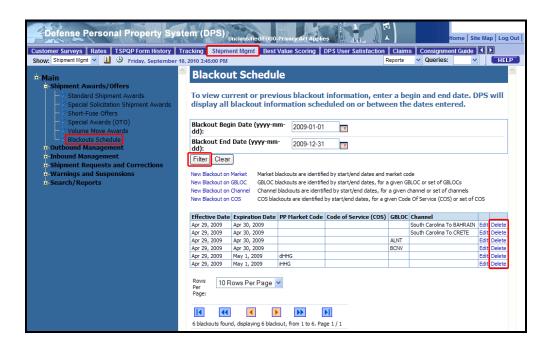


The TCN number listed in Block 40 displays the correct TCN Number ("K") for a HHG Shipment in position 15.

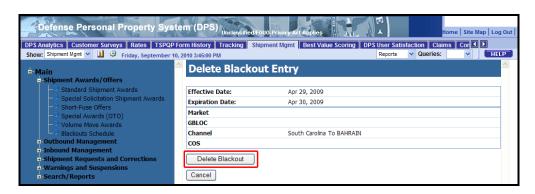
SCR 6242 – Blackout Dates

Users: TSP Master

To delete a scheduled blackout in DPS, a TSP Master logs in to DPS and selects the Shipment Management tab. The user then clicks the Blackout Schedule link. The user can select a range of blackout entries using the Begin and End date fields. Enter values and click the Filter button to view a set of matching entries. Click the Delete link for a listed blackout entry.



DPS presents a confirmation page. Click the Delete Blackout button to complete the process.



The deletion takes effect immediately.

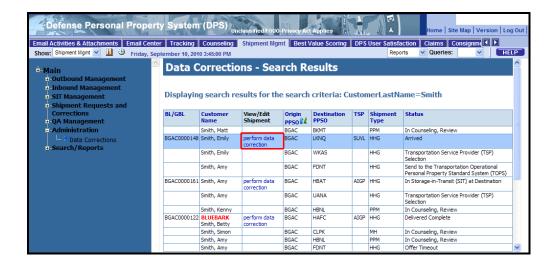
SCR 6254 – Audit Trail

Users: SDDC DPS Master, SDDC Operations, PPSO Inbound, PPSO Outbound

In the Shipment Management module, on the DPS Administrative Shipment Data Corrections Screen, users can view the remarks history for every status change entered using the Data Corrections function. To access a record, log into DPS and select the Shipment Management module. Select the Data Corrections option under the Administration menu in the side navigation bar to search for a record.

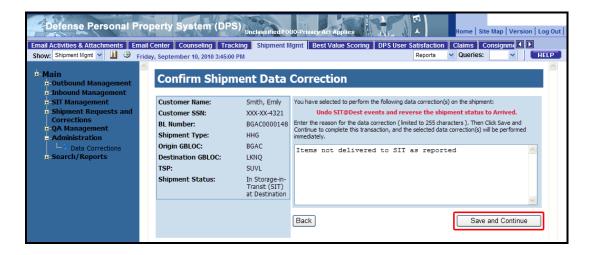


Enter Name, Social Security Number (SSN) or Bill of Lading (BL) number in the appropriate field and click the Search button. The page will refresh with matching results.

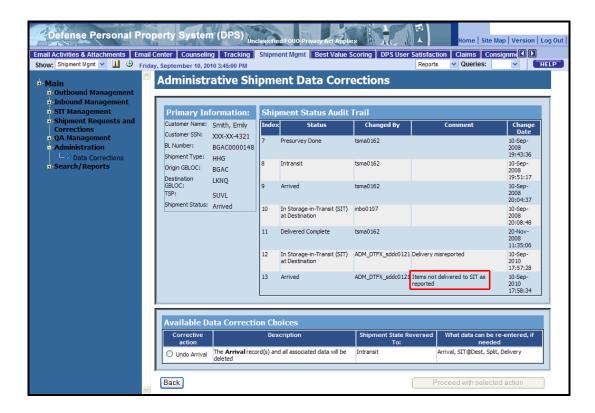


Click the Perform Data Correction link in the View/Edit Shipment column in the search results table to access a record.

When entering a correction, users can enter a reason in the comment field of the Confirm Shipment Data Correction page.

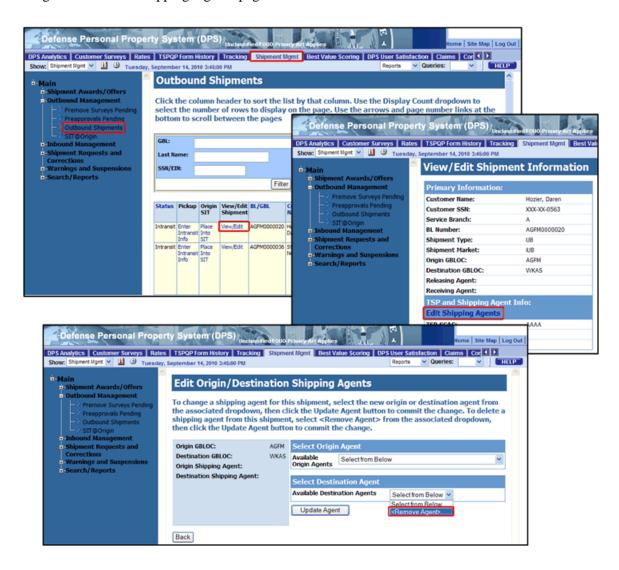


After the correction is saved, the comments are visible in the Status audit trail.



SCR 6260 –Shipping Agent Auto Populates in Origin/Destination Field Users: TSP Master, TSP Operations

TSP users reported they were unable to remove a shipping agent. Their only option was to select from one or more listed agents, one of which had been assigned by the system. TSP Master and TSP Operations users can now delete Origin and Destination Shipping Agents until the shipment is delivered. To change the values, users log on to DPS, access the Shipment Management module, and then select the View/Edit Shipment option for a listed shipment. Users may click the Edit Shipping Agents link in the View/Edit Shipment Information page to access the Edit Origin/Destination Shipping Agents page.



Users can select the Remove Agent value from the drop-down menu for Available Origin Agents or Available Destination Agents and click the Update Agent button to delete the agent. Users may also set a new Agent value by selecting a value from the drop-down menu and clicking the Update Agent button.

SCR 6289 – Inspection, Letters of Warning (LOW) or Letters of Suspension (LOS) Expansion Capability

Users: SDDC QA, PPSO QA, PPSO Outbound Supervisor and Transportation Officer

PPSO QA and SDDC QA users were restricted in their ability to enter inspection reports and take appropriate QA actions. For example, the ability to enter an inspection was limited by shipment status and there were time limits imposed (e.g., PPSO QA users were required to submit an inspection within 15 days of delivery). DPS also restricted users to a single inspection or QA action per shipment, and did not allow SDDC users to enter an end date for a suspension.

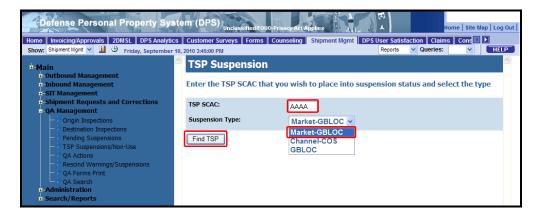
DPS Version 1.4.03 expands the inspection, LOW, and LOS functionality in DPS. SDDC QA, PPSO QA, PPSO Outbound Supervisor and TO users can now create and edit multiple inspection reports for a single shipment at any time after the shipment has been accepted. A Letter of Warning (LOW) or Letter of Suspension (LOS) can be generated for each inspection.

Additionally, a new work queue has been created under QA Management named "QA Actions" for PPSO QA, Outbound Supervisor and TO users. These users can now suspend a TSP in accordance with the same functionality that exists for the SDDC QA users when placing a TSP in non-use status. These users can suspend a TSP on a Channel/COS or market within the GBLOC or on the entire GBLOC. Users are required to enter the suspension end date in the newly added "End Date" data field which represents the last day of the TSP suspension. Users must also enter a reason for the suspension in the remarks field.

To enter an action, a PPSO QA, Outbound Supervisor and Transportation Officer can log into DPS, select the Shipment Management tab, and open the QA Management menu in the side navigation bar. A new option for "QA Actions" is listed: click on this link to access the TSP Suspension page.



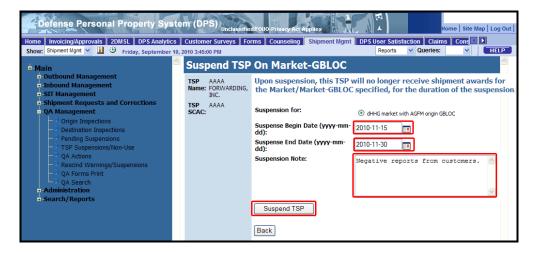
To begin an action, enter a value in the TSP SCAC field and select an option in the Suspension Type drop-down field. Click the Find TSP button to continue.



In the next step, select a value in the Select Market (or Channel) field and click the Place TSP into Suspension button.



DPS then prompts the user to select begin and end dates for the suspension, and offers a field used to enter a required Suspension Note. Click the Suspend TSP button to continue the process.

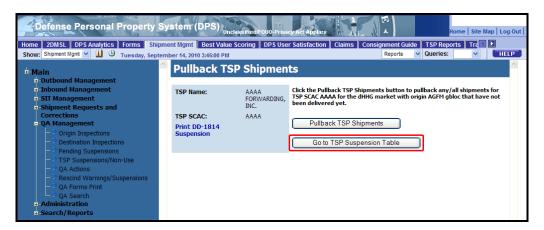


DPS presents a confirmation screen. Click the Save and Continue button to complete the process.

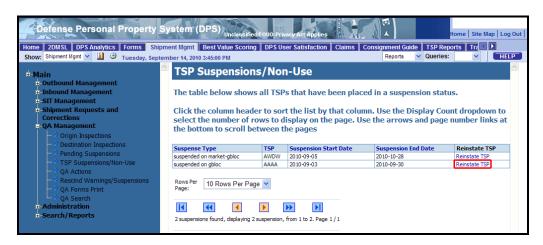


Once suspended, a TSP may be subject to a pullback of shipments or users can access the TSP Suspension table to reinstate a TSP (i.e., end the suspension).

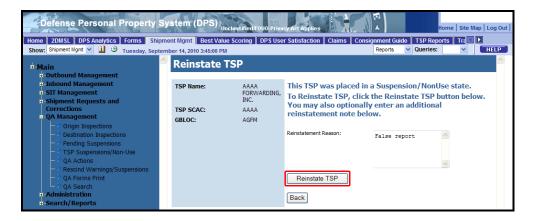
Click the Go to TSP Suspension Table button to continue.



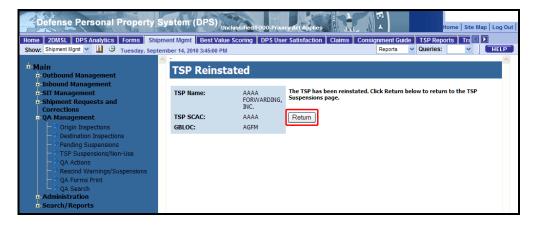
Click a link in the Reinstate TSP column for a listed Suspension to start the process.



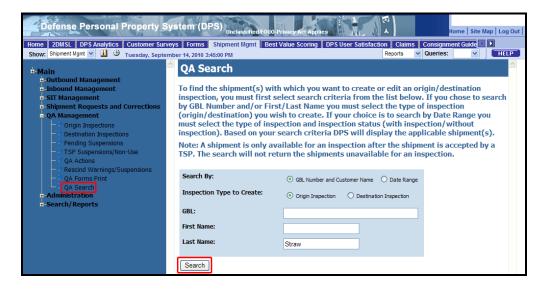
DPS presents a confirmation page. Review the suspension details and click the Reinstate TSP button to complete the process.



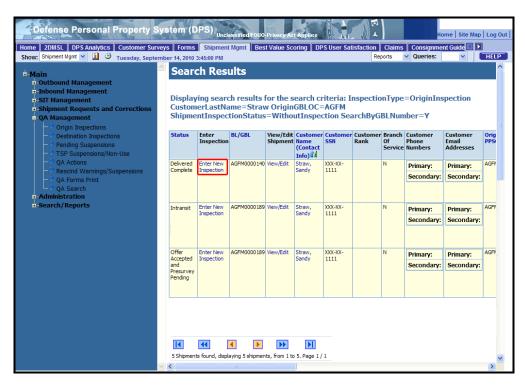
The TSP Reinstated page provides additional confirmation that the process is complete. Click the Return button to navigate back to the TSP Suspensions page.



Users may also enter Inspection Reports, LOWs or LOSs at any time after a shipment is accepted. To create an inspection report, users can select the QA Search option in the QA Management menu. Search criteria include GBL Number, Name and Date Range. Enter criteria and select an inspection type, origin or destination, and click the Search button.

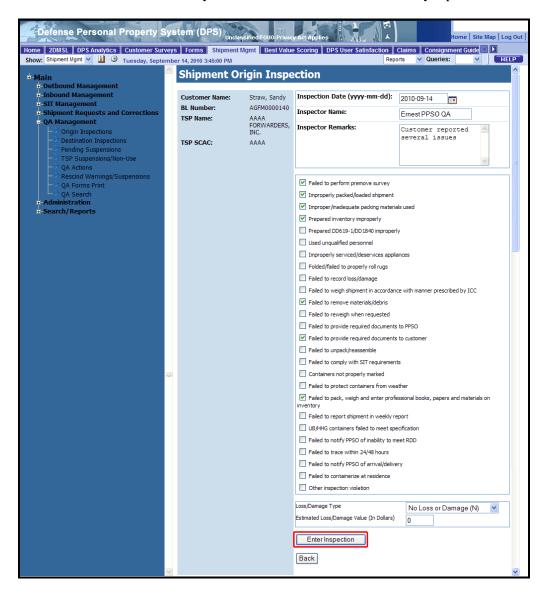


The Search Results page lists all shipments matching the search criteria. Click the Enter New Inspection link in the Enter Inspection column to access the form and continue the process.



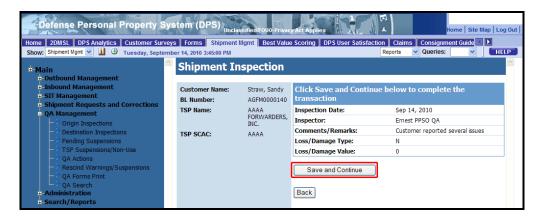
Note: The Origin Inspections and Destination Inspections options in the QA Management menu also offer access to shipment listings and associated forms.

The Inspection form lists a number of predefined issues a customer may report with a shipment or TSP. To complete the form, click the calendar icon to select an Inspection Date, enter your name, and then use the text field to enter any remarks. Click the check box for any reported issues.

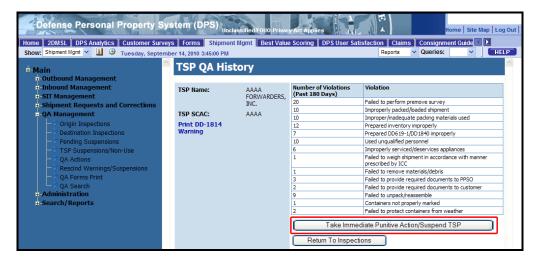


Use the drop-down field to indicate if any loss/damage claims are associated with the shipment, and if "Yes", enter an estimated value in the field. Click the Enter Inspection button to continue the process.

DPS presents a confirmation page after an inspection report is submitted. Click the Save and Continue button to complete the submission process.



After submitting a new inspection report, DPS presents a QA History page for the TSP, which contains the option to take immediate punitive action (i.e., suspend the TSP).



Click the Take Immediate Punitive Action/Suspend TSP button to access options.



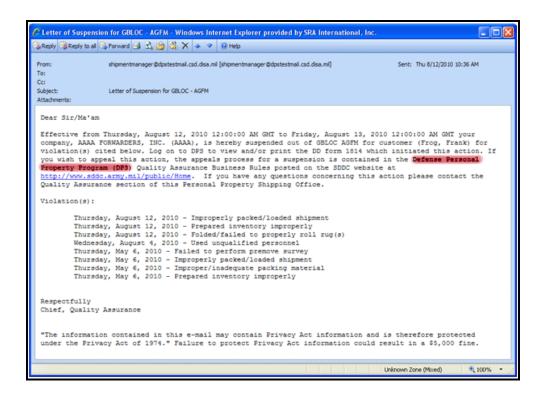
Click one of the buttons to start the Suspension process (see above).

SCR 6290 – Emails with Families First

Users: SDDC QA and PPSO QA

In Suspension, non-use and Low Performance Score email messages sent to TSPs, the term "Families First" has been replaced with "Defense Personal Property Program (DP3)".

The example below is a Letter of Suspension email sent to TSP AAAA for a suspension for GBLOC AGFM for several inspection violations.



For more information about DPS, please consult the specific DPS Module User Guides and/or Multimedia training materials.